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NPIC/TSG/RED-180-70
20 July 1970

MEMORANDUM FOR: All Research & Engineering Division Project Officers
SUBJECT : Completion and Termination of R&D Contracts


1. At the direct request of the DDI Planning Office, the Research & Engineering Division is required to provide a memorandum (brief staff study) on each R&D project upon completion or termination. This memorandum must include:

- (a) a descriptive title,
- (b) the total amount expended--showing the budgetary chronology involved in reaching the total figure,
- (c) the name and location of the contractor, and
- (d) a brief assessment of the overall results of the contract.

The assessment in item d should cover the contractors' performance--both technical and managerial, their ability to control costs, and how well the resultant equipment or report met our stated objectives. Furthermore, it should also flag any highly significant technical breakthroughs, trends established, or follow-on procurements, which have or will result from this development.


2. This memorandum should be forwarded to the DDI Planning Office, through RED, C/TSG, and C/PPBS within one month of our official sign-off for completion or termination of the contract.

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Deputy Chief,
Research & Engineering Division, TSG

Distribution:

- 1 - All RED Project Officers
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GROUP 1
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